

Purpose: To establish systems to address a Global Pandemic, and to carry out the Mandate of the Health and Safety Policy No. 5

---

Woodhaven will continuously monitor global health organizations, such as the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC), for updates on pandemic threats and will assess the current risk level and geographic spread of the pandemic.

**Communication Plan:**

A member of the Leadership Team will be responsible for disseminating accurate information to employees, the public, and stakeholders.

Regular communication will be provided through company updates, press releases, and social media posts.

**Resource Allocation:**

Resources, including medical supplies, personal protective equipment (PPE), and staff, will be available to those effected by the pandemic.

**Employee Safety:**

Office personnel may be offered remote work opportunities where feasible.

Health and Safety guidelines will be strictly enforced in the workplace.

Health and mental support services will be available to employees.

**Travel Restrictions and Quarantine:**

If the pandemic results in quarantine protocols, this may effect the approval of travel for employees during this time.

Woodhaven reserves the right to mandate quarantine protocols for employees returning from high-risk areas.

**Testing and Contact Tracing:**

Woodhaven reserves the right to implement required vaccination or mandatory testing to identify and isolate infected individuals.

Woodhaven will collaborate with local health authorities for efficient contact tracing.

Purpose: To establish systems to address a Global Pandemic, and to carry out the Mandate of the Health and Safety Policy No. 5

---

**Compliance and Monitoring:**

Woodhaven will regularly monitor and enforce pandemic-related regulations and guidelines.

Woodhaven will assess the effectiveness of the procedure and adapt it based on evolving circumstances and information.

Signed: \_\_\_\_\_  
Director of Residential and Community Services

Date: \_\_\_\_\_